

June 18, 2013

Meeting Location: Loblolly Conference Room, State Materials Office, Gainesville, Florida.

Meeting Attendees:

Asphalt TRT Members: Rich Hewitt- Chairman (State Construction Office) and Greg Sholar (State Materials Office). Brian Pickard (District 7), Jeff Fetzko (Turnpike), and Igor Dubrovsky (District 6) attended remotely by videoconference.

Other Attendees: Mike Berkowitz (CMEC), Linda Floyd and Wayne Rilko (UF-CTT). Skye Sciallo (A&SW Consultants, Inc.) attended remotely by teleconference.

The meeting began at approximately 10:30am after technical difficulty in getting the Teleconference screen to show the laptop being used for the meeting minutes. The following items were discussed:

Agenda Item 1: Oral Presentations By Proposed Instructors

There were no presentations by proposed instructors.

Agenda Item 2: Review of March 28, 2013 TRT Meeting Minutes

Note: Agenda Items 2 and 3 are combined below due to overlapping issues.

Agenda Item 3: Review e-mails since last meeting; Discuss Actions taken since last meeting of March 28, 2013.

Asphalt Mix Design Course

- The requalification process for CTQP courses is undergoing significant changes. Asphalt Mix Design will now be a “one and done” course. Meaning that once an individual obtains the qualification, unless it is revoked, they will not have to take the course or exam again.
- Since there are only about 100 people with this qualification and only a couple people each year will be obtaining the qualification for the first time, the plan is to leave the course in its current format and focus on updating this and other asphalt courses to use a more current version of the Specifications.
- **Action Item - Rich Hewitt- will speak with Susan Robeson (SCTA) about exploring options for this and other course Specification updates.**

Agenda Item #4: Review of Provider audits since last meeting.

No Audits were discussed.

Agenda Item #5: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Providers.

- Actions Taken- **Rich Hewitt** notified Susan Robeson the Asphalt TRT voted at the March meeting to approve Kennedy Engineering & Associates Group LLC (KEA) as a Provider for both courses. Rich asked her to send an approval letter to KEA, assign KEA a Provider number, and notify the CTQP Administrator (Red Vector) of KEA’s approval as a Provider. Susan notified KEA and Red Vector; KEA is now an approved Provider for Asphalt Plant Level 2 and Asphalt Paving Level 2; is listed on the CTQP website.

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- The Asphalt TRT reviewed a discussion that occurred in previous e-mails and discussed that if a Provider changes facility location from the facility they were originally approved for they are required to seek TRT approval again before a Provider uses it to teach a course.
- Prior to this TRT Meeting, Radise International submitted (via e-mail) a request to become an approved Provider for Asphalt Mix Designer, Asphalt Plant Level 2, and Asphalt Paving Level 2. The submittal package was previously reviewed by e-mail by the TRT. A vote was taken and the TRT voted unanimously to recommend approval of Radise International as a Provider for CTQP Asphalt Mix Designer, Asphalt Plant Level 2, and Asphalt Paving Level 2.
 - ***Action Item-** Rich Hewitt will inform Susan Robeson the Asphalt TRT recommended to approve Radise International as a Provider for Asphalt Mix Designer, Asphalt Plant Level 2, and Asphalt Paving Level 2 and ask her to notify the CTQP Administrator (Red Vector) as well as send a letter to Radise notifying them of their approval.*

Agenda Item #6: Discussion of recommendations for pending requests for approval as Construction Training and Qualification Program (CTQP) Asphalt Training Instructors.

No one submitted requests to be approved as an Instructor.

Agenda Item #7: Discussion of revisions to, acceptance and approval of current Asphalt Course Materials.

- With the new policy regarding CTQP courses, we will need to start thinking of how we will provide the required course work and exams. We'll see what direction the SCTA or management provides.
 - **Asphalt Mix Design**
 - Now a "One and done" course
 - Presumably the same course delivery method as today.
 - **Asphalt Plant 1 and Asphalt Paving 1**
 - Presumably the same course delivery method as today
 - **Asphalt Plant 2 and Asphalt Paving 2**
 - The challenge will be these courses which are to become Computer Based Training (CBT), we'll have to develop such training in the future.
 - Wayne Rilko (UF-CTT) expressed concerns about exam integrity if we go to CBT's.

Agenda Item #8: Discussion of acceptance and/or rejection of new courses

No new courses were discussed.

Agenda Item #9: Miscellaneous discussion.

- **CTQP Requalification**
 - Rich Hewitt mentioned that as the Laboratory Information Materials System (LIMS) replacement, Materials Acceptance and Certification (MAC) is developed, the SMO is working to modify policy to reduce the number of "Not Trained/Unqualified" technicians being flagged. The proposal is to define a person as fully qualified only when all prerequisites are received by the database manager (Red Vector) and this

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would be the true qualification issue date, not the date the certification or qualification was obtained.

- Intent is to delete/reduce the false NOT TRAINED/UNQUALIFIED technician flags in LIMS and MAC
 - Intent is to apply the definition to all qualifications, but it really only affects those with certifications outside of CTQP – no gaps in all CTQP prerequisites qualifications
- This should not affect any Asphalt Qualifications. Rich Hewitt mentioned this as a general CTQP / TRT item.
- **Jeff Fetzko**- asked who updates the CTQP website as he felt the CTQP website doesn't look like it completely is up-to-date.
 - **Action Item:** *Rich Hewitt- will talk to Susan Robeson about who is tasked with maintaining the CTQP website and if Red Vector keeps an official database/record of approved instructors and providers.*
- **Greg Sholar asked at the last meeting about having meetings via teleconference.**
 - **Update-** CTQM language just states the meeting must be an open public meeting and the chairman must attend. Other TRT members can attend remotely (ex. teleconference, GoTo Meeting, etc.).

Agenda Item #10: Selection of Date, Time, and Location of next Asphalt TRT Meeting.

- Next Asphalt TRT Meeting will be Wednesday, September 25, 2013 (10am – 2pm), in the Loblolly Room at the State Materials Office in Gainesville, FL.

Action Items

- **Rich Hewitt-** will e-mail Meeting Notification to Zach Wiginton for posting on State Construction Office (SCO) website.
- **Rich Hewitt-** will e-mail Draft Asphalt TRT Meeting minutes to the Asphalt TRT Members for review prior to official distribution and posting on SCO website.
- **Asphalt TRT Members-** Will review Draft Meeting Minutes (June 18, 2013) and e-mail concurrence or modifications to Rich Hewitt.
- **Rich Hewitt -** After receiving review comments & modifications from TRT Members, Rich will e-mail final Meeting Minutes to Zach for posting on SCO website.

The Asphalt Technical Review Team Meeting of Tuesday, June 18, 2013 was adjourned at 11:15 am.